

STATEWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:  
20-100A

OPENING DATE:  
23-Mar-2020

CLOSING DATE:  
21-Apr-2020

**POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:**

Human Resources Assistant, D1624000, GS-0203-9, E-6/TSgt - E-7/MSgt, MPCN: 0106815334

**\*\*Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.\*\***

APPOINTMENT FACTOR:  
OFFICER ☐ ENLISTED ☒

AFSC:  
3F0X1

ASVAB:  
A-47 or A-41

**LOCATION OF POSITION:** 214th Attack Group, Davis-Monthan AFB, AZ

**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is **open to current members** of the 162nd WG, Arizona Air National Guard. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

**NOTE:** This position is in support of the predator mission and is subject to rotating shifts, weekends, holidays and frequent duty at Ft Huachuca, AZ.

**NOTE:** OPEN TO 3F0X1 and 3F5X1

**NOTE:** Must be able to qualify for AFSC 3F0X1

**NOTE:** Must possess SECRET clearance.

**NOTE:** Known promotion potential to MSgt

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.
- Detailed Resume
- AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement
- Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.
- Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.
- Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.

**The following documents are not required but strongly recommended for validation of experience/education:**

- Letter of verification of Security Clearance from local Security Manager.
- AZ Form 34-1, Arizona AGR Application Supplement
- AZNG Form 335-1-R, Military Brief

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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#### **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Demonstrated skill and ability to plan, organize work, administer, communicate effectively (both orally and in writing) in order to meet assigned tasks and organizational requirements.
2. Demonstrated hands-on working knowledge of various military/civilian human resources system requirements for assigned unit, i.e., MilPDS, PRDA, vPC, vMPF, ATAAPS, etc.
3. Demonstrated skill and ability with usage of AROWS, Defense Travel System (DTS), and UTA Rollcalls, etc.
4. Demonstrated working knowledge of, but not limited to, officer/enlisted evaluation program, unit deployment manager program, or various civilian human resource management program functions, etc.
5. Knowledge and skill in applying an extensive body of military human resources rules procedures, precedent situations and operations sufficient to provide a military HR support work, to develop facts and resolve support problems.
6. Practical knowledge of military human resources regulations such as those covering employee benefits (i.e., retirement, leave, life insurance, TSP, etc.), classification, and employee relations (i.e., injury, awards, performance issues, etc.), to obtain relevant facts and to perform or explain a range of technical/clerical procedures in support of one or more of these specialties.

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**SPECIALIZED EXPERIENCE:** Must have at least 36 months experience, education, or training involving the administering, delivering, maintaining, advising, and adapting basic concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements.

**BRIEF JOB DESCRIPTION:** This position is located 214th Attack Group, Davis-Monthan AFB, AZ . The primary purpose of the position is to provide technical and substantive clerical assistance and support on military human resources matters to Human Resources Specialists (Military) within the office and to managers, supervisors and military members of the serviced organizations. Provides advice, counsel, and assistance to all Commanders, Chief's and unit staff pertaining to military human resources

administration. Performs work in one or more military human resources specialties. Work involves review of a full range of human resources actions as well as extensive research of military members' previous human resources history. Work requires use of an automated system. Processes orders to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Performs other additional duties as assigned

**SELECTING OFFICIAL:** Col Brian Grasky (brian.grasky@us.af.mil) (520) 228-1389 DSN: 228

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